

Goodnow Library Board of Trustees

Minutes

Tuesday, September 6, 2016, 7:00pm

Small Conference Room, Goodnow Library, 21 Concord Road

Attendance: Alan Gordon, Lily Gordon, Esmé Green, Robert Iuliano, Susan Johnson, Barbara Pryor, Marie Royea.

Bob called the meeting to *order at 7:06pm*. Barbara made a motion to accept the minutes of the May meeting as corrected. Seconded by Marie. So voted.

Director's Report

Financial Report: Esmé reported that spending was typical of the beginning of the fiscal year. Salaries and Materials would reflect an approximation relative to time of year (16%), and that Automation is at 85% spent due to large bills for network membership fees and other bills that arrive in July. She reported that the trust funds had still not been approved for expenditure yet, even though usually by this time of year they were available. That forced us to expend from State Aid accounts early in the year to cover some bills.

Deaccessioning of Weights & Measures cabinet and contents: Esmé raised the question of deaccessioning the weights and measures cabinet in anticipation of the renovation of the second floor. This brought up the question of a policy for acquiring and disposing of items donated to the library. The trustees asked Esmé to find out what she could about the provenance of the cabinet and to draft a policy before they voted.

Strategic plan: Esmé reminded the board that the current strategic plan would be expiring in 2017 and work on writing a new one should begin soon.

General cleaning/closing early: Esmé asked the board if they would approve closing the library one hour early on Saturday, October 1 so that a general cleaning of the library could be performed. Barbara made the motion and Marie seconded it. So voted.

Trustees Report

Update on authority of elected town boards in relation to that of the town manager: Bob reported that the town manager affirmed the opinion that the charter gives her authority over elected boards. Bob asked her if she would support an amendment at town meeting in favor of the trustees' position but did not receive a response. The board discussed various options: submit an article to the October or May town meeting warrant; secure funds to hire a lawyer to offer and independent opinion; write a letter stating the trustees disagree, which doesn't resolve the issue now, but gives time until all parties are fully joined; talk individually to the selectmen. It was resolved to invite Chuck and Len to the next meeting.

Review of Plaque/Naming policy draft (possible vote): Esmé and Barbara presented two documents: The **Donor Recognition Guidelines** and the **Donor Recognition Policy**. Lily made a motion to approve the **Guidelines**; seconded by Marie. So voted. Regarding the **Policy**, several minor edits were recommended. Esmé and Barbara will make the revisions and bring it back to the next meeting for a vote. The question of handling existing plaques was raised. The

proposed policy addresses only future plaques, not those already placed in and around the library, unless they will be disrupted by future renovations. Regarding the current renovations on the second floor, there are a few that will be affected. Those donors will be contacted and options offered to them.

Foundation Report

Approval of NOW Lab naming opportunities: Barbara went over the sheet of possible naming opportunities suggested by the Foundation. Based on the development of the Donor Recognition Policy, the trustees recommended several changes to bring the donation amounts into line with the policy. There were also some questions about the aggregate total of the **\$5,000 Plaque** and what those donations would go towards.

Old business- none

New Business

3D Printing Policy: Esmé presented the policy, written by Robert Carter, Teen Librarian. A motion to approve the policy with minor amendments was made by Lily and seconded by Marie. So voted.

Any other items not known 48 hours in advance of the meeting: - none

Adjournment: Barbara made a motion to adjourn at 8:45pm. Seconded by Marie. So voted.

Next meeting: October 4, 2016